Understanding and Updating Duplicate Student Records

What data is available in MiSSG to help me work with my students?

SAT Scores

Counselors can utilize MiSSG to view student SAT scores and perform some tasks with the records, including associating Social Security numbers (SSN). To be considered for the Michigan Competitive Scholarship (MCS), students must score a minimum of 1200 on the SAT.

Note: If a student does not have an SSN on file for an SAT score, MiSSG is unable to pair the score with the incoming FAFSA and thus will not consider the student for award.

TIP Records

Counselors can view students who have a Tuition Incentive Program (TIP) record and see the status of the applications. Counselors are encouraged to work one-on-one with eligible students who have not completed the TIP application.

Note: Students must complete their TIP application by August 31 of their graduating year and before age 20.

2018-19 Free Application for Federal Student Aid (FAFSA)

Counselors can view their students' FAFSA completion status. To be considered for the MCS, a student must file a FAFSA each year by March 1. To be awarded TIP, a student must also file a FAFSA each year.

Note: A delay of a few business days is typical for MiSSG to update with the most recent FAFSA status.

Which students will MiSSG show me?

MiSSG will display all students with records that are known members of grades 9-12 and assigned to your high school.

Note: You may use the 'TIP Look Up' tool to see if a student is TIP eligible even if that student is not assigned to your high school.

How are students assigned to a high school?

Students are assigned to a high school based on the most recent data received by MiSSG. The two ways that MiSSG receives data are from automatic updates and from user updates.

Automatic Updates

Most automatic updates happen in December and May each year when Center for Educational Performance and Information (CEPI) Count Data is loaded into MiSSG. This may update a student's high school code and/or high school graduation year.

User Updates

Members of our office will update a student's record at the request of the student. Additionally, high school counselors may request that a student's record is updated or transferred to or from their high school. To make such a request, please send an email to mistudentaid@michigan.gov and include the

student's name, date of birth, and whether the student should be transferred to or from your high school.

What is the timeline for uploading student data?

Month	Data
October	2018-19 FAFSA upload begins.
November	TIP file from Michigan Department of Health and Human Services (MDHHS), 2018-19 FAFSA upload continues.
December	Center for Educational Performance and Information (CEPI) Fall Count Data (school location and graduation date), 2018-19 FAFSA upload continues.
January	2018-19 FAFSA upload continues.
February	2018-19 FAFSA upload continues.
March	SAT Records (October – January test dates), 2018-19 FAFSA upload continues.
April	2018-19 FAFSA upload continues.
May	CEPI Spring Count Data (school location and graduation date), 2018-19 FAFSA upload continues.
June	2018-19 FAFSA upload continues.
August	SAT Records (March – June test dates).

Why do I have duplicate student records?

Each student record must be associated with the student's Social Security number (SSN). If a student record is missing the SSN, the record will be treated as a separate student. MiSSG will automatically update a student's SAT, FAFSA, and TIP records with the SSN when an exact match is made with the following data elements:

- First name,
- Last name, and
- Date of Birth

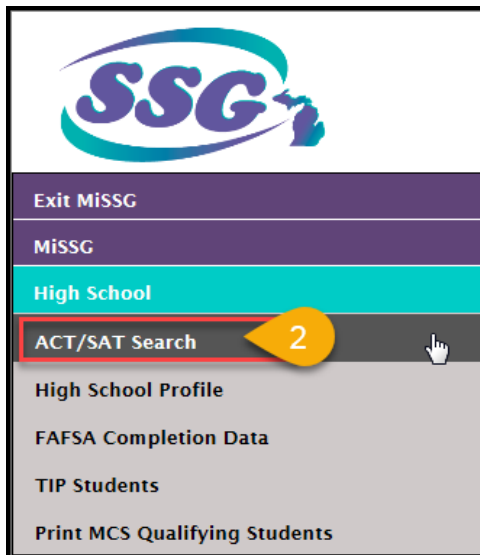If MiSSG cannot match all of the above data elements, no automatic update will be performed.

How can I correct duplicate student records?

You must update the SSN on the SAT record(s) for the student. To do this, complete the following steps:

Select the 'High School' Menu

Select 'ACT/SAT Search'

Enter the student's name **or** leave all fields blank and select 'Search'

Note that leaving the name fields blank will return all students.

Select the 'No SSN' link to navigate to a student's record

SSN	Last Name	First Name	Date of Birth	Score	Test Name	HS Grad Year	Test Date
No SSN					SAT		04/11/2017
No SSN					SAT		03/11/2017
On File					SAT		04/11/2017
On File					SAT		04/11/2017
No SSN					SAT		04/11/2017

Update SSN field and select 'Save'

Note: Only starred fields above may be updated.

Who do I contact if I have questions or need more information about MiSSG?

Email MI Student Aid at: mistudentaid@michigan.gov or call our Customer Care Center at: 1-888-447-2687.